

# AIRCEL NEW SUPPLIER REGISTRATION HELP DOCUMENT



AIRCEL Limited  
Version 3.0

Existing suppliers should login to the Portal using their credentials and New Suppliers should click on the link highlighted in the below screenshot.

**AIRCEL**  
DO A LITTLE EXTRA

### Aircel ePartner Portal

USER ID\*

PASSWORD\*

[Forgot Password](#)

[New suppliers click here](#)

[Registration Guide](#)

Contact Us: [fssvhdhelpdesk@aircel.co.in](mailto:fssvhdhelpdesk@aircel.co.in)

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Best viewed in Internet Explorer 8 & above or Google Chrome 4 & above, at a resolution of 1024 X 768 or higher

Upon clicking on the link, below registration form appear. Supplier is required to fill all the relevant information.

Supplier has to fill all the mandatory fields marked with an asterisk (\*).

Supplier has to choose at least one circle in which they want to do business. Supplier has to enter correct PAN Card details.

Supplier has to select at least one product category which they intend to supply. Also he has to provide the description about the product.

Only after accepting the Aircel Code of Conduct statement, "[Submit and Send](#)" button is enabled.

Refer to the below screenshots:

## General Company Information

<b>Select Type Of Organization</b> (Select if applicable)	<input type="checkbox"/> Import Supplier <input type="checkbox"/> Domestic Supplier <input type="checkbox"/> Proprietorship	<b>Chairperson Contact Detail</b> Title: <input type="text"/> First Name: / Last Name: <input type="text"/> Phone No: <input type="text"/> E-mail: <input type="text"/>
Company Name( 40 Char):* <input type="text"/> Beyond 40 Char: <input type="text"/> Homepage: <input type="text"/> Currency: <input type="text"/> Establishment Type: <input type="text"/> Industry Type: <input type="text"/>		<b>Registered Company Address (Head Office)</b> Region: <input type="text"/> City: / Postal Code: <input type="text"/> House No: / Street: <input type="text"/> Building: / Floor: / Room: <input type="text"/> Phone No: / Extension: <input type="text"/>
<b>Business Company Address</b> Country:* <input type="text"/> Region: <input type="text"/> District: <input type="text"/> City:* / Postal Code:* <input type="text"/> Company Postal Code: <input type="text"/> House Number: / Street: <input type="text"/> Building: / Floor: / Room: <input type="text"/>		<b>Please select Businesses and the Circles</b> <b>Mobile Business Circles</b> <input type="checkbox"/> Andhra Pradesh & Telangana <input type="checkbox"/> Assam <input type="checkbox"/> Bihar & Jharkhand <input type="checkbox"/> Chennai <input type="checkbox"/> Corporate <input type="checkbox"/> Delhi <input type="checkbox"/> Gujarat <input type="checkbox"/> Haryana <input type="checkbox"/> Himachal Pradesh <input type="checkbox"/> Jammu & Kashmir <input type="checkbox"/> Karnataka <input type="checkbox"/> Kerala <input type="checkbox"/> Kolkata <input type="checkbox"/> Madhya Pradesh & Chhattisgarh <input type="checkbox"/> Maharashtra & Goa <input type="checkbox"/> Mumbai <input type="checkbox"/> North East <input type="checkbox"/> Odisha <input type="checkbox"/> Punjab <input type="checkbox"/> Rajasthan <input type="checkbox"/> Tamil Nadu <input type="checkbox"/> UP East <input type="checkbox"/> UP West <input type="checkbox"/> West Bengal
<b>Communication</b> Phone No:* / Extension: <input type="text"/> Fax Number: / Extension: <input type="text"/> E-mail:* <input type="text"/>		<b>Other Businesses</b> <input type="checkbox"/> Aircel Business Solution <input type="checkbox"/> Aircel Smart Money Limited
<b>CIN Details (Applicable for Indian Vendors)</b> CST No: <input type="text"/> PAN:* <input type="text"/>		

Name on PAN: <input type="text"/> Excise Registration No: <input type="text"/> VAT Registration / LST No: <input type="text"/> Service Tax Authority: <input type="text"/> Service Tax Registration No: <input type="text"/>	<b>Description of Product Category Intended To Supply</b> Description:* <input type="text"/>
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## Relationship Manager Contact Detail

Title:* <input type="text"/> First Name:* <input type="text"/> Last Name:* <input type="text"/> Academic Title: <input type="text"/> Department: <input type="text"/> Role in Organization: <input type="text"/>	Phone: / Mobile No:* / Extn: <input type="text"/> Fax Number: / Extension: <input type="text"/> E-Mail:* <input type="text"/> Country:* <input type="text"/>
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## Product Categories \*

<input type="checkbox"/> Active Network/Electronics equipment/ Services
<input type="checkbox"/> Administrative Services -Travel, Facility Mgmt, Security, Office Supplies
<input type="checkbox"/> Customer Support Services
<input type="checkbox"/> Information Technology HW/SW/Services
<input type="checkbox"/> Marketing/ Branding/Media
<input type="checkbox"/> Network Passive Infra equipment & Infrastructure Providers
<input type="checkbox"/> Optical Fiber Cable Material & services

- Marketing/ Branding/Media**
- Network Passive Infra equipment & Infrastructure Providers**
- Optical Fiber Cable Material & services**
- Professional Services- Consulting, financial,Insurance**
- Sim/RCVs/Dongels/Devices**
- Value Added Services**

## Code of Conduct \*

### Code of Conduct for Vendors / Business Providers:

Aircel Limited and its subsidiaries ("Aircel") are committed to high standards of business ethics and integrity as reflected in Aircel's Code of Conduct. It is imperative to Aircel that all Business Providers conduct business in line with the values and principles on which Aircel itself operates.

"Business Provider" refers to any company, firm or individual that is doing business with Aircel directly or indirectly.

While Business Providers are independent entities, the business practices and actions of a Business Provider may significantly impact and/or reflect upon Aircel's reputation and brand. Hence, Aircel expects all Business Providers to adhere to Aircel's Code of Conduct ("Code") while conducting business with and/or on behalf of Aircel. Aircel will not enter into and/or continue conducting business with the relevant Business Providers if there is no such adherence. The Code shall serve as a guide to assist the Business Providers to live up to the Aircel's high ethical business standards, and adhere to the legal and regulatory requirements, in their business relationships with Aircel. It is a brief guide to assist the Business Provider to adopt good and sound business practices while dealing with or providing services to Aircel.

Many of the areas covered in the Code are simple to understand and follow. However, for any clarification or discussion required in order to gain a common understanding, the Business Providers must contact the Aircel Manager they are in touch with, or the Head of Supply Chain of Aircel or Aircel Office of Business Practice.

Aircel expects its Business Providers to conduct business responsibly and with complete integrity and honesty. In order to do so Business Providers must comply with the following obligations:

1. The Code prohibits any and all forms of bribery, corruption, extortion and embezzlement (covering promising, offering, giving or accepting any bribes). All business dealings should be transparent and must accurately reflect on the business books and records of the Business Provider.
2. The Code strictly prohibits offering or providing, directly or indirectly, anything of value, including cash, bribes, gifts,\* entertainment or kickbacks, to any Aircel employee, representative or customer, or to any government official in connection with any Aircel procurement, transaction or business dealing. Business providers shall not offer, invite or permit Aircel employees and its representatives to participate in any vendor or vendor-sponsored contest, game or promotion.

The guidelines of receiving and offering gifts to the third parties are governed by Section 3.3 of LOA (Limits of Authority) and in no circumstance the guidelines can be overridden.

3. Notwithstanding anything stated herein, the Business Provider shall keep all information including but not limited to all business or technical information, marketing plans, financial data, specifications, drawings, sketches, models, samples, computer programs and documentation in relation to Aircel confidential and shall not without the prior written consent of Aircel, divulge such information to any other person or use such information in any manner whatsoever except as required by law, provided that Aircel has been given reasonable advance notice of any such requirement to disclose the information so as enable Aircel to object to such disclosure or to obtain or seek an appropriate remedy to prevent the disclosure or alternatively to the extent possible, use reasonable efforts to ensure that such disclosure is accorded confidential treatment and also to enable Aircel to seek protective order or other appropriate remedy.
4. Upon expiration or termination of business relationship with Aircel, the Business Provider will promptly return to Aircel, or at Aircel's discretion destroy, all confidential information of Aircel, in whole or in part, in whatever format, including any copies and certify such return and/or destruction to Aircel.
5. The Business Provider agrees and understands that falsification of records or misrepresentation of conditions or practices in the vendor supply chain is unacceptable.
6. The Business Provider agrees that delivery of products and services should be as per the prescribed quality and safety standards.
7. The Business Provider shall not make any comment, or discuss the terms of its business with Aircel with any third party, unless agreed by Aircel in writing.
8. The Business Provider shall ensure privacy of personal information of everyone they do business with, including suppliers, customers, consumers and employees.
9. The Business Provider shall carry out all the business operations with care and comply with all the applicable laws and regulations including but not limited to environmental or labour laws. Perceived pressures or demands of business conditions and ignorance of law or this Code shall not be accepted as an excuse for violating this Code or applicable law.
10. Uphold all laws and regulatory requirements while conducting business with Aircel.
11. The Business Provider shall protect and safeguard Aircel's assets and property (if any) entrusted to them in connection with Aircel's work and business, from loss, damage, misuse, illegitimate use or theft.
12. The Business Provider shall disclose to the Office of Business Practice, if any of their family members, relatives are in the Employment of the Company.

14. The Business Provider shall not engage in any business activities or work with parties which may harm Aircel's reputation.

15. Business Provider shall co-operate with Aircel in replying to reasonable requests for seeking information by Government Agencies/ Regulator and/or third parties, and in preparing replies to Notices received from the Government Agencies / Regulator and/or third parties concerning their area of operation and business.

16. The Business Provider shall comply with all applicable laws that prohibit money laundering and which require reporting of cash and other suspicious transactions.

17. The Business Provider understands that there may be additional policies or laws specific to his job/business and it agrees to comply with the same at all times.

Business Providers can contact the Office of Business Practice for any concern related to integrity or for lack of adherence to the prescribed Code of Conduct observed:

Office of Business Practice  
Telephone (Monday to Friday , 8:30 AM to 5:30 PM IST) – 9716097804 / 0124 4765100  
E Mail: whistleblower@aircel.co.in

The Business Provider understands that there may be additional policies or laws specific to his job/business and it agrees to comply with the same at all times.

Aircel is continuously updating reviewing and updating its policies and procedures. Therefore, this Code is subject to modification. Unless otherwise specified, the modified version of this Code shall be effective from the date such modified version is given to the Business Provider. All Business Providers are required to educate their representatives to ensure they understand and comply with the Code.

#### ACKNOWLEDGEMENT

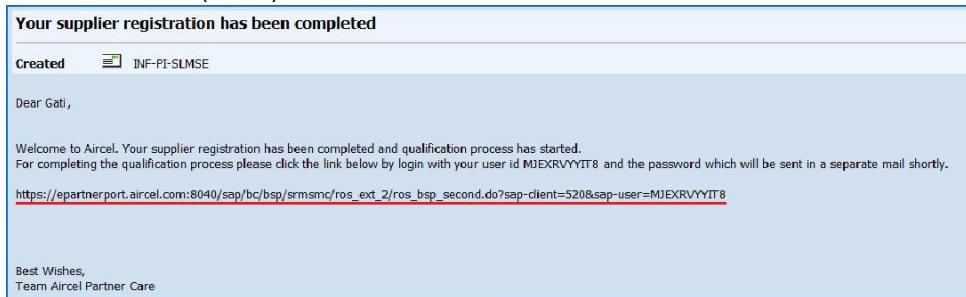
The undersigned Business Provider hereby acknowledges that it has received the Code and commits to fully comply with all of its provisions. The Business Provider acknowledges that its failure to comply with the Code may result in Aircel terminating its business relationship with the Business Provider, allows Aircel to take legal action it deems necessary, and agrees not to hold Aircel liable for any losses or damage it may suffer as a result of such termination. The Business Provider also understands that its agreement to comply with the Aircel Code does not obligate Aircel to conduct business with the Business Provider.

I/We agree to the above terms of code of conduct

After submission of registration form, below screen appears with confirmation.



Once registration form is approved by the SCM team at Aircel, Supplier would receive an e-mail containing the link and credentials (User ID and Password) to create own User ID and Password (Alias).



By using the above link supplier should create their own User ID and Password through which they can do all the future transactions.



Supplier should maintain their own User ID and Password:

**AIRCEL**

### User Registration

Welcome to the User Registration page.  
After you have filled out the required fields, you will be created as an administrator user for your company.  
The prerequisite for this is that your company has been registered with us.  
\* Fields marked with an asterisk are mandatory.

**Authorized Person Contact Detail**

Title: Mr. Phone Number / Extension: 2252365241  
First Name: Anbumani Fax Number / Extension:  
Last Name: Muthu E-Mail: Anbumani@vipro.com  
Academic Title: Language: English  
Department: Country: India  
Role in Organization:

**Create Your Administrator Account**

User\*  
Password\*  
Confirm Password\*

**Formats and Settings**

Date Format: DD.MM.YYYY  
Decimal Format: 1,234,567.89  
Time Zone:

**Code of Conduct**

Code of Conduct for Vendors / Business Providers:

Aircel Limited and its subsidiaries ("Aircel") are committed to high standards of business ethics and integrity as reflected in Aircel's Code of Conduct. It is

After accepting on the Aircel Code of Conduct statement, supplier will be able to click on "Create" button to generate User ID and Password.

Create Undo Entries Close

Suppliers can now successfully login to Supplier Portal using Alias User ID and Password:

Vendor Administrator Support

Supplier Data Maintenance

Company  
Attachments  
Company Data  
Certificates  
Additional Company Add  
Employees  
Qualifications

Establishment Type:

**Please select Businesses and the Circles**

**Mobile Business Circles**

Andhra Pradesh & Telangana  Assam  
 Bihar & Jharkhand  Chennai  
 Corporate  Delhi  
 Gujarat  Haryana  
 Himachal Pradesh  Jammu & Kashmir  
 Karnataka  Kerala  
 Kolkata  M P & Chhattisgarh  
 North East  Odisha  
 Maharashtra & Goa  Mumbai  
 Punjab  Rajasthan  
 Tamil Nadu  UP East  
 UP West  West Bengal

**Other Businesses**

Aircel Smart Money Limited  Aircel Business Solution

**CIN Details (Applicable for Indian Vendors)**